

**INEEL Institute**

Integrated Training

Enhanced Work Planning

INEEL Work Control Process Level II Training

Course Number: 000TRN289

Revision: 00

Instructional Developer:  
Marty Ehlinger

IT/Program Lead Review:

Date:

SME/Technical Review:

Date:

Training Manager/Supervisor Review:

Date:

Line Manager/Supervisor Approval:

Date:

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

MODIFICATION RECORD			
Change Number	Affected Pages	Description of Change	Management Approval

COURSE/LESSON: INEEL Work Control Process Level II Training

INSTRUCTIONAL METHOD: Video and Questions after

ESTIMATED COMPLETION TIME: Total Hours = 0.5

Classroom = 0.5 Hours    Tour = 0 Hours

AUDIENCE DESCRIPTION:            Managers, supervisors and employees working within the formal work control process at the INEEL

PREREQUISITES: None

REFERENCES:

□        MCP-2798 - *Maintenance Work Control*, Rev.5

COMMITTED TO/REGULATORY INFORMATION REQUIREMENTS:

None

INSTRUCTIONAL MATERIALS:

A/V Equipment

- Television and VCR
- INEEL Work Control Process Level II Training Video

Software

- None

Task-Related Equipment

- None

COURSE/LESSON PURPOSE:

The purpose of this lesson is to communicate the work control enhancements soon to be implemented by MCP-2798 – *Maintenance Work Control*, Rev. 5 to the INEEL work force.

OBJECTIVES:

At the conclusion of the training the participants will recognize:

1. The INEEL standardized work control process.
2. The functional roles and responsibilities of individuals involved with the INEEL standardized work control process.
3. The interfaces in the INEEL standardized work control process.
4. The various paths a work request may take within the INEEL standardized work control process.

EVALUATION:

This is an awareness video. An exam will not be given in this course. Participants will demonstrate mastery through class discussion after the video.

## I. INTRODUCTION

- A. Establish Contact  
Introduce self and topic.
- B. Establish Learning Environment  
Inform the attendees that this will be a video followed by questions. Have them sit so they can view the television and inform them of any other applicable requirements or information, e.g. emergency evacuation, etc.
- C. Establish Learning Readiness  
Explain importance of the enhanced work control process being implemented.

The DOE Office of Environmental, Safety, and Health, in partnership with a cross section of DOE field elements and contractors, has initiated a comprehensive Department-wide effort to improve the work planning and control process, now refereed to as Enhanced Work Planning (EWP). EWP addresses the need to safely accomplish more with fewer resources. The INEEL is one of the pioneers DOE sites for implementation of EWP. As part of that implementation process, the INEEL has enhanced its formal work control process. MCP-2798 *Maintenance Work Control* has been revised to reflect these enhancements.

- D. Overview  
State objectives; describe how the lesson material will be presented (video with questions & answers following).
- E. Review Prerequisite Material  
NONE

## II. PRESENTATION

### **Instructor Note**

After introducing the course and presenting the objectives show the video.  
Ensure lighting and sound level is appropriate.

#### A. Show INEEL Work Control Process Level II Training video

### **Instructor Note**

After the video is completed turn off the television and turn the lights up.  
Open up a discussion or question and answer session. A short discussion  
after the video is required to ensure student understanding.

#### B. Open a question and answer session

The following questions can be used to get a discussion going or to ensure attendees attained the appropriate level of awareness.

1. Who may initiate a work request?  
Answer: Any employee
2. How can you initiate a work request?  
Answer: a.) Using request for services electronic form on the INEEL Intranet;  
b.) Hard copy form available through PC forms; or c.) by calling or stopping  
into the local work control center.
3. What is a Primary owner?  
Answer: The person assigned by the Responsible Manager who has primary  
responsibility for the work package. He/She owns the package from cradle to  
grave.
4. What are the Primary Owners responsibilities?  
Answer: To ensure the work order is: initiated, planed, scheduled, worked and  
closed out in a satisfactory manner. They are the single point of contact to  
resolve all issues.
5. If you want to know the status of a work order, whom do you call?  
Answer: Primary Owner

6. Who determines if work can be performed as minor maintenance or requires a work order?  
Answer: The Primary Owner
7. How does the Primary Owner determine the level of planning needed for a work order?  
Answer: Job Requirements checklist
8. Who has the final approval for allowing work to be performed?  
Answer: The Responsible Manager
9. Who is responsible for performing the pre-job briefing?  
Answer: Maintenance Supervisor or Forman
10. When the work is completed who does the maintenance supervisor or Forman contact?  
Answer: The Primary Owner
11. What are the responsibilities of the Primary Owner concerning the performance of the Post Maintenance Testing?  
Answer: Ensures testing is conducted in accordance with approved criteria and the work order instructions.
12. What procedure guides the performance of the post-job briefing?  
Answer: MCP-3003
13. Who is responsible for ensuring all turnover criteria has been satisfied prior to releasing the package to operations?  
Answer: The Responsible Manager.

### III. SUMMARY

- A. Restate the objectives
- B. Reemphasize the main topic areas/review the material by selecting trainees to respond to questions, which relate to the objectives.
- C. Relate experiences that might reinforce the material learned.

#### **Instructor Note**

Please ensure the video is re-wound and that everyone has signed the roster. Return the training materials and the completed rosters to the appropriate Training Coordinator.